



U.S. ARMY NONAPPROPRIATED FUND CAREER REFERRAL PROGRAM



JOB KIT

A guide to Preparing Resumes and Applying
for Employment with Family and MWR

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INTRODUCTION

Thank you for considering Nonappropriated Fund (NAF) employment with the U.S. Army.

The NAF Career Referral Program recruits and fills Army NAF positions throughout the world. Our goal is to attract and refer highly qualified applicants by offering greater career opportunities for appointment, promotion, transfer, and reassignment to managerial, professional, technical, and administrative positions.

The NAF Career Referral Program is committed to recruiting and retaining personnel who support and service the Department of the Army Soldiers, Civilians and their Families. We invite you to browse our website <https://www.mwrportal.army.mil/sandbox/mwrjobs/mwrcrp.html> to learn more about our program and employment opportunities.

The Army Civilian Training, Education, and Development System (ACTEDS) is a valuable tool that can be used by employees and supervisors as a “roadmap” to career progression, enhance performance, and prepare employees for positions of increased responsibility. To learn more about ACTEDS, visit <http://cpol.army.mil/library/train/acteds/index.html>.

PRIVACY ACT INFORMATION

The Office of Personnel Management (OPM) is authorized to rate applicants for Federal jobs under Sections 1302, 3301, and 3304 of Title 5, U.S. Code. Section 1104, Title 5, allows OPM to authorize other Federal agencies to rate applicants for Federal jobs. Information included on your resume and other forms is needed to determine how well your education and work experience qualify you for Federal and NAF jobs. We also need information related to citizenship and military service to determine whether you are affected by laws regarding who may be employed by the Federal Government. Your social security number (SSN) is required to keep your records separate from other applicants who may have the same name and date of birth. We may also use your SSN to request information about you from schools, employers, banks, and others who know you. These inquiries will only be made as allowed by law or Presidential directives. Information that you provide may also be given to Federal, State, and local agencies for checking law violations or other lawful purposes. Providing this information is voluntary; however, your resume cannot be processed if you do not provide this information.

THE DEPARTMENT OF THE ARMY IS AN EQUAL OPPORTUNITY EMPLOYER

Applicants will receive appropriate consideration without regard to non-merit factors such as race, color, religion, sex, national origin, marital status, and sexual orientation except where specifically authorized by law, age, politics or disability which do not relate to successful performance of the duties of this position. Otherwise, qualified applicants with disabilities who need reasonable accommodation may notify the agency point of contact of their need.

GENERAL REQUIREMENTS

Pay Level: The NAF Career Referral Program recruits for positions at the NF-4 and above pay levels. The majority of these positions are recruited for and hired at the managerial and senior levels.

Salary: The hiring manager establishes the salary based upon the pay band commensurate with the responsibilities of the positions.

Qualifications: Qualifications are determined by the selecting official and are published in the vacancy announcement.

Education Requirements: The Office of Personnel Management has prescribed positive education requirements necessary to perform certain scientific, technical, and professional positions. As such, many NAF positions have positive education requirements (e.g., Accountants, Auditors, Engineers, and most positions with Child and Youth positions). Individuals who do not possess the minimum educational requirements for such positions will not be referred. It is the applicant's responsibility to substantiate completion of the education requirements and therefore must provide legible copies of transcripts when necessary. Failure to do so may result in an ineligible rating.

Duty Stations: Positions are located at various Army installations or activities throughout the continental United States (CONUS) and/or at various installations or activities in overseas locations (OCONUS).

Conditions of Employment: Applicants may be required to present additional documentation or fulfill certain obligations before a job offer is made or to maintain employment. The circumstances will be outlined in the vacancy announcement.

Applicant Notification: Applicants are notified electronically each time their resume has been successfully transmitted. Applicants are also notified electronically as they are referred or are contacted if there are problems.

Documentation Requirements: Applicants must submit (in conjunction with their resume) all required documentation stated in the vacancy announcement.

DOD/OPM INTERCHANGE AGREEMENT

On September 21, 1991, the Department of Defense (DoD) and the Office of Personnel Management (OPM) signed the DoD/OPM Interchange Agreement. This agreement allows noncompetitive movement of personnel between the Federal Civil Service system and Nonappropriated Fund (NAF) instrumentalities.

Previously, a NAF employee who desired to become a Civil Service employee had to apply through OPM. If required, the applicant tested for the position, was rated and placed on a register. Federal agencies used the register as a source for hiring people into the Civil Service. The Interchange Agreement allows NAF employees to apply for positions in the Federal service without going through OPM or using registers.

Employees applying under this agreement must still meet the qualification requirements for the position. NAF employees are appointed in accordance with OPM established regulations for transfer of employees within the competitive service. They must have served continuously for at least one year in a NAF position before they may be appointed to positions in the competitive service under this agreement. NAF employees who are appointed in the competitive service will receive competitive service status. Also, such employees will be entitled to benefits and privileges by Civil Service rules and regulations for persons having competitive status.

Civil Service employees must meet the regular standards and requirements established by DoD for appointment to NAF positions. They must have completed the one year probationary period required in connection with their career or career conditional appointment in the competitive service system before they may be appointed to a NAF position, otherwise they will be required to serve a trial period under this agreement. Employees appointed under this agreement who have previously completed a probationary period will not be required to serve a new probationary period.

VACANCY ANNOUNCEMENTS

To search for vacancies recruited through the NAF Career Referral Program (CRP) - click on the links below. You will be linked to the Army's Civilian Personnel Online (CPOL) **Vacancy Announcement Board** (<http://cpol.army.mil>). Locate the **Special Programs** section, select **NAF Positions** from the drop down menu, and select the **Get Results** button. You may also search for vacancies by the announcement number, location, key words, and job series.

A listing of all NAF vacancies will appear on your screen however, not all of these are filled through the CRP. Only NF-4 and above positions with announcement numbers preceded by the two characters "CF" followed by the calendar year (e.g. CF10-) are Department of Army NAF vacancies filled through the NAF CRP. **To receive consideration for these positions your resume and supporting documents must be received no later than the closing date of the announcement.**

HOW TO APPLY:

If you are a new user and would like to apply for a specific vacancy announcement, you are encouraged to create an account using the Army NAF Resume Builder (<https://employment2.wftech.com/cfsc/ResumeBuilder>). Once you have established an account, you may then directly apply to a specific vacancy announcement.

If you already have a resume on the Resume Builder, log into your account. Scroll down to the section "Vacancy Announcements" click "Add" or "Add Another", and type the specific vacancy announcement number (e.g., CF10-200), save and submit your resume.

If you are applying via e-mail, include announcement number (e.g. CF10-200) on the subject line of the e-mail. Prepare and submit your resume in the body of the e-mail. Use a standard style format and a stand word processing program. Send e-mail to nafcrrjobs@conus.army.mil.

Pay close attention to the information and instruction contained in each of the announcements especially in the How to Apply and the Other Requirements section. Both indicate specific instructions and list additional documentation required.

Request for consideration must be documented in the resume and submitted either through the Resume Builder or e-mail.

THE RESUME

This section provides instructions on how to successfully **prepare, and submit your resume**. The quickest and most convenient method is to use our Resume Builder at the [https://employment2.wftech.com/cfsc/ResumeBuilder](https://employment2.wfttech.com/cfsc/ResumeBuilder) website. The builder is specifically formatted to capture all essential data necessary to receive and evaluate applicants for potential employment. Simply cut and paste from an existing resume or type information into the appropriate sections. Once complete, select the “**submit resume**” button to transmit the resume to our office. Users will receive an immediate confirmation that their resume was submitted. Once reviewed and processed by our staff, users are e-mailed that they are registered in our database or are contacted if there are problems.

The resume builder also allows users to **review** and **print** their resume at any stage, and/or **save** and **exit** the program until they are ready to submit.

RESUME CONTENTS

When preparing and submitting your resume, please use the following guidelines.

1. Keep your resume clean and simple; avoid using italics, bold letters, bullets, borders, slashes, or any other artistic enhancement.
2. Begin with the present experience using chronological format.
3. Text must be aligned from the left and the **Supplemental Data (Pay Preferences/ Vacancy Announcements)** must be included (see below). For detailed instructions on applying via alternate methods (e-mail or surface mail) go to the How to Apply section of this kit.

Finally, to ensure an accurate evaluation of your qualification and to achieve the most favorable rating, your resume must address each of the following sections:

Experience:

- Show start and ending dates (month/year) for each position held (include temporary and permanent); also include title and salary respectively.
- List pay plan, series, grade/pay level/rank for each government position as applicable.
- Fully describe all periods of paid and unpaid work that demonstrate possession of the knowledge and skills necessary to perform the position.
- For work experience that includes mixed duties include an approximate percentage of time devoted to each.
- Use concrete words and active verbs rather than vague or broad descriptions. Be as descriptive as possible. Do not assume that “everyone knows” your entire past job particulars. For example, it’s better to use “developed, executed, and justified the operating budget; evaluated the program using customer surveys and feedback; implemented change to program to meet the customer needs and “improve profit” rather than “responsible for managing” or “managed a bowling center”.
- Provide employers’ names and phone numbers.

Education:

- Show all applicable coursework and/or levels of education completed.
- List degree major/minor or major course of study, institution, number of semester or quarter hours.
- Send additional information if required in the vacancy announcement (e.g., Transcripts).

Training:

- List relevant training courses to include institution, length, and date completed.
- Provide a brief description of training course(s).

RESUME CONTENTS continued

Awards:

- List any achievements that are relevant to your career goals to include dates.

Licenses / Certificates:

- List type, expiration date, level, state, and/or member number. List all certification levels attained.

Additional Information:

- List language proficiencies or special skills, affiliates, operator licenses, office automation (software, hardware), etc.

References:

- List at least two professional references (excluding relatives and supervisors).

TIPS

1. Describe separately all periods of paid and unpaid work to include military service, volunteer service, education, training and professional affiliation pertinent to the position.
2. Quantify all part-time employment (if less than 40 hours) and volunteer work by indicating the number of hours worked per week.
3. For work experience that includes mixed duties include an approximate percentage of time devoted to each. Credit for the type and level of work performed will be credited at the grade/level in which it is classified and assigned.
4. Use concrete words and active verbs rather than vague or broad descriptions. Be as descriptive as possible. Do not assume that “everyone knows” your entire past job particulars. For example, it’s better to use “developed, executed, and justified the operating budget; evaluated the program using customer surveys and feedback; implemented change to program to meet the customer needs and improve profit” rather than “responsible for managing” or “managed a bowling center”.
5. Be concise and truthful. Do not embellish your work experience. The duties you describe should be consistent and typical of the level assigned. Falsification of your resume can result in removal from a position or a non selection.
6. Adhere to the correct format to ensure you have a complete resume with all the essential and required information. Doing so increases the likelihood for successful registration and processing of your resume.
7. When using acronyms, please “spell out” at least once within the body of your resume. Not all government agencies use the same acronyms, and many acronyms have multiple meanings.
8. For those applicants who do not possess a degree in a 4-yr course of study – include the number of semester hours as well as the course description in the Additional Information section. Be certain to forward legible copies of transcripts as applicable.
9. Provide a short description for the types of office automation used (software/hardware) either in the text of your resume work experience or in the Additional Information section.
10. Do not include a cover sheet. Only information contained in the body of the resume is evaluated for experience, training and education.

TIPS continued

11. Your resume must be kept current as changes occur. Be realistic when addressing your geographic preferences, and lowest acceptable salary; both are screening criteria for all vacant positions. Do not include any location where you would not accept employment, as you are expected to be available for all the locations listed in your resume.
12. **Keep your e-mail address current.** It is a primary means of communication for the NAF CRP to dispatch notices confirming successful transmission of your resume, and/or issue a new password, and for our office to confirm resume registration, or reach you if there are problems concerning your resume or supplemental information. In addition, your e-mail address is the means by which our office notifies you whenever you have been referred. It is also a critical means of communications for personnel offices to contact you concerning your interest and availability for positions referred. Your e-mail address is the same as your User ID.

Failure to provide all the required information as stated in the vacancy announcement may result in an ineligible rating or may affect the overall rating.

HOW TO APPLY

Applying via the Resume Builder:

Browse through the posted Vacancy Announcements section at (<http://cpol.army.mil>). At the website, click on Employment, and select Search for Jobs. On the Vacancy Announcement Board, locate the Special Programs section, select NAF Positions from the drop down menu and select the Get Results button. Select each of the Announcement numbers for which you are interested and may be qualified. Only those NF-4 and above positions with announcement numbers preceded by the two characters “CF” followed by the calendar year (e.g. CF10-) are Department of the Army NAF vacancies. Include this information in your resume under the VACANCY ANNOUNCEMENTS section of the Resume Builder.

Once you have found the vacancy announcement that you are interested in, go to the NAF Resume Builder <https://employment2.wftech.com/cfsc/ResumeBuilder> to establish an account. Your e-mail address is your User ID, and you determine the password. Select “Resume Builder” and follow the directions provided to create your resume. Be sure to SUBMIT when finished. If you do not click the “SUBMIT RESUME” button your resume will not be considered for the vacancy announcement. Applicants are notified electronically each time their resume has been successfully transmitted. If there are any problems you will be contacted. Applicants are also notified electronically as they are referred, or for communication purposes.

The Army NAF and APF resume builders or databases are separate and are not shared nor linked.

To apply for a Specific Vacancy Announcement, (e.g., CF10-322), you may submit your resume through the NAF Resume Builder, e-mail or surface mail.

E-mail: nafcrpjobs@conus.army.mil

Surface mail:

US ARMY IMCOM
ATTN: FMWRC-HR-CRP
Announcement # CF__ - __ (FILL IN, e.g. CF10-322)
11711 North Interstate Hwy 35 - Suite 110
San Antonio, Texas 78233

Applicants will be referred for specific announcements, provided they:

- possess the required qualifications.
- have indicated the specific vacancy announcement number(s) on their resume.
- meet any other placement considerations.

HOW TO APPLY continued

Note: To receive credit for formal education and/or credit for other entitlements, mail legible copies of your official transcript and/or copies of other documentation to the address on page 13.

Documents submitted will not be returned.

If you encounter any technical difficulties or have questions using our resume builder contact our Systems Administrator at nafcrpjobs@conus.army.mil.

Building your Resume:

The NAFResume Builder is located online at <https://employment2.wfttech.com/cfsc/ResumeBuilder>. It allows applicants the opportunity to create, edit, view and/or print their resume 24 hours a day, 7 days a week. Simply cut and paste, or type your resume in the format provided. The supplemental data is already included in the format. When finished, transmit the final product by pressing the “Submit Resume” button. If you do not click the “Submit Resume” button, your resume will not be considered for the vacancy announcement.

1. Cut and paste a standard style resume developed in a standard word processing program or type information directly into the online Resume Builder.
2. Include the Announcement Number(s) for which you are applying under the “VACANCY ANNOUNCEMENTS” section. Click **Add** and type the Specific Vacancy Announcement Number (e.g., CF10-322), and save. When resume is complete, transmit the final product by pressing the onscreen **“submit resume”** button.

Returning Users:

If you have a resume in the NAF Resume Builder and want to apply for a specific NAF Vacancy Announcement, start by logging into your account. Under the section entitled “VACANCY ANNOUNCEMENTS” click Add and type the specific Vacancy Announcement number (e.g., CF10-322), and save. You may list multiple announcements by just clicking “Add Another” on the “VACANCY ANNOUNCEMENTS” section and enter the specific Vacancy Announcement Number, and save. When resume is completed, transmit the final product by pressing the onscreen “submit resume” button.

Applicants are notified electronically each time their resume has been successfully transmitted.

HOW TO APPLY continued

We will contact you if there are any questions concerning your resume.

Applying via E-mail for Specific Vacancy Announcements:

You may use e-mail to apply for specific Army NAF Vacancy Announcements.

E-mail to: nafcrrjobs@conus.army.mil

1. Insert your resume **in the body of the e-mail; do not send an attachment or cover letter.**
2. The Supplemental Data must be included **(Pay Preferences, Specific Vacancy Announcement Number) in the e-mail.** Include this information in the body of the e-mail. Each position will list various salary ranges depending on the location and responsibilities of the position. **Do not send this information as an attachment.**

- Include Pay Preferences:

Lowest acceptable salary
Current or most recent salary
If accepted VSIP, provide date and employer

- **Include the Announcement Number for which you are applying (e.g. CF#" -322).**

3. Insert the Vacancy Announcement Number (e.g., CF10-322) in the subject line of the e-mail.
4. Send your e-mail to: nafcrrjobs@conus.army.mil
5. Submit any supporting documentation requested in the vacancy announcement to:

US ARMY IMCOM
ATTN: FMWRC-HR-CRP
Announcement # CF__ - ____ (FILL IN, e.g. CF10-322)
11711 North Interstate Hwy 35 - Suite 110
San Antonio, Texas 78233

Documents submitted will not be returned.

Applying via Surface Mail for Specific Vacancy Announcements:

Use the surface mail if you want to apply for a specific Vacancy Announcement. Mail to:

HOW TO APPLY continued

US ARMY IMCOM
ATTN: FMWRC-HR-CRP
Announcement # CF__ - ____ (FILL IN, e.g. CF10-322)
11711 North Interstate Hwy 35 - Suite 110
San Antonio, Texas 78233

1. Prepare a standard style resume using a standard word processing program.
2. When applying using this method, the Supplemental Data (Pay Preferences and Vacancy Announcement) **must be included** with each submission for consideration. Each position will list various salary ranges depending on the location and responsibilities of the position.

- Include Pay Preferences:

Lowest acceptable salary
Current or most recent salary
If accepted VSIP, provide date and employer

- **Include the Announcement Number for which you are applying (e.g. CF#" -322).**

3. Submit any supporting documentation requested in the vacancy announcement to:

US ARMY IMCOM
ATTN: FMWRC-HR-CRP
Announcement # CF__ - ____ (FILL IN, e.g. CF10-322)
11711 North Interstate Hwy 35 - Suite 110
San Antonio, Texas 78233

Documents submitted will not be returned.

SAMPLE RESUME WITH SUPPLEMENTAL DATA

DO NOT – use italics, bold, bullets, borders or any other artistic enhancement

DO – use 10 or 12 pt Courier, Arial or Times New Roman font

DO – left align text

DO – include relevant and detailed (paid and unpaid) work experience

DO – use a chronological format

DO – include the required supplemental data

John Richard Boyd
1234 East 28th Street
Alexandria, Virginia 22302
Home: 123-456-7890
Work (DSN): 761-1620
Work (Commercial): 703-681-1620
SSN: 987654321
james.g.berton@us.army.mil

Provide current contact information; complete address, home/work phone number
Social Security Number (numeric value only – no hyphens).

email address

U.S. Citizen - Yes
Previously employed by the federal government:
Yes

Are you a US citizen?
Are you now or have you ever been employed by the federal government (APF or NAF) or a member of the US Armed Forces?

Highest Civilian Grade: NF-5 2 years 1 month
Title: Chief, Army NAF CRP
US Army IMCOM, Family and MWR Command
Supervisor: Anna Melitta Glasgow

Highest civilian grade or pay band held; length of time held. Title
Employer
Supervisor

Highest Military Grade: CPT-O3 9 years 3 months
Title: Battalion Adjutant
US Army, 469th Engineer Combat Battalion
Supervisor: Lt Col Mark Eldridge

Highest military pay grade held; length of military service.
Title
Employer
Supervisor

Work Experience

Feb 2003 to present

Start and End Date (Mo/Year)

Chief, Army NAF CRP
US Army IMCOM, Family and MWR Command
4700 King Street, Alexandria, VA 22302
Supervisor: Anna Melitta Glasgow
761-0000 (DSN)
703-681-0000 (Commercial)

Title
List employer's complete address,
Supervisor's name and phone number.

Pay Plan, Series and Grade: NF-0343-05

List Federal Pay Plan, Series, Grade/Pay Level.
Account for different grade level(s).
Include month and year held.

Duties: Serves as Supervisory Program Analyst with primary responsibilities to include: (1) supervising of the NAF Career Referral Program (2) development of administrative procedures for the conduct of the Army Leader Developmental Assignment Program (LDAP) and the FMWRC HR portion of the strategic planning. Advises director and command on all matters related to the above. Provides technical leadership and analysis. Assists with plans for the direction of the program, monitors Department of the Army (DA) Civilian Personnel Policy affecting the program; updates procedures as required by changing needs and interests of the military community, changing legislation, or changes in overall DA policy. Manages day to day work flow operations of the Career Referral Program to include analysis of program operation and requirements, requisition management, employee training, and implementation of business process improvement plans.

Jun 1999 to Jan 2003

Financial Management Analyst, Part Time (20-30 hrs weekly)
Johnson Control World Services, Inc., Fort Irwin, CA 92310
Annual salary \$62,000
Supervisor: Grace Marin – 760-380-3582

Quantify weekly, bi-weekly part-time hours
List relevant unpaid volunteer
work experience.

Duties: Collected data and performed cost analysis essential to preparation and monitoring of annual operating budgetary funding requirements for the MWR Division, Fort Irwin. Prepared and reviewed the activities annual budgets both appropriated funds and nonappropriated funds. Rolled up the seven activity budgets to a division level annual operating budget. Assisted Division Chief with the presentation of the annual operating budgets to the Financial Resource Manager for approval. Analyzed operating procedures, workflow processes and work instructions provided to seven activities with the MWR Division to include the management office. Collected data and prepared administrative and division financial reports to include contract deliverables.

July 1990 to May 1999

Battalion Adjutant
Pay Plan, Series and Grade: CPT-O3
US Army, 469th Engineer Combat Battalion
Caven Point US Army Reserve Center, Jersey City. NM 07305-4021
Supervisor: Lieutenant Colonel Mark Eldridge 606-666-8888

List federal military rank and grade.

Duties: Supervised over 25 Active Guard Reserve and civilian personnel in the daily operation of a reserve center and managed the administrative function of the battalion. Reorganized and improved the files management of the personnel and medical records of a battalion. Processed personnel actions and requests for over 425 officers and enlisted soldiers during a 9-month period. Developed a system to monitor and ensure all officer evaluation reports and non-commission officer evaluation reports were completed on time. Processed all recommendations for awards, reassignments, and promotions. Requisitioned replacements and managed the retention program for the battalion. Collected and analyzed data using complex spreadsheets and specific software database, and assisted with the preparation of the battalion unit status reports. On a daily basis, maintained and updated the personnel and medical records of the battalion to include all training, education records. Established policies and wrote standard operating procedures pertaining to personnel issues for the battalion. Acted as the representative for the Battalion Commander during routine absences each month.

Education:

University of Houston, Houston, Texas
B.A., Business Administration, major in Finance
Received 1980

Show highest level of education and year completed.
List major/minor course of study. If no degree awarded,
indicate number of semester or quarter hours earned.

Training:

Applied Financial Planning Course
Family and MWR Command
Fort Hood, Texas – 5 days
Dec 2000

List relevant training courses: include institution, length and date completed. Provide short course description.

Course for managers to use when analyzing income statements. Focused on identification of negative trends reflected in the income statement and how to trace those back to their operational cause. Course also included forecasting, types of forecasting, proven techniques and a discussion on pricing.

Awards:

On-the-spot Award
Assisted with the preparation of Transient Lodging FY 01 Annual Operating Budget.
Received 2001

List any achievements which are relevant to your career goals. Brief description of award and date received.

Licenses/Certificates:

Certified Network Computer Technician
Training Directions College Inc, San Diego, CA
Received 1999

List applicable – certification type, expiration date, state and/or member number and levels attained.

Additional Information:

Proficient in Microsoft Excel, Access, Power Point, Word, RecTrac
Purple Heart – 1991

You may contact my current supervisor

May we contact your current supervisor?

References:

Name/Phone: James Burton, 703-123-4567
Name/Phone: Pierre Sprey, 571-123-4567

Provide the full names and phone numbers of 2 References (excluding relatives and supervisors).

Pay Preferences:

Lowest acceptable salary: \$105,000
Current or most recent salary: \$100,000
Accepted Voluntary Separation Incentive Payment (VSIP): December 31, 1985
Family and MWR Command
Alexandria, VA

Indicate pay preference for which you are applying:
Lowest acceptable grade and salary (The salary range reflects a specific job vacancy salary range. Positions will list various salary ranges depending on the location and responsibilities of the position. When selecting your "lowest acceptable salary" on your resume, if the salary you select exceeds the maximum salary range in the specific vacancy, you will not be automatically considered for the position).
Current or most recent salary.
If accepted VSIP, provide date and employer.

VACANCY ANNOUNCEMENTS
CF10-322



CF10-322

Vacancy Announcement Number
(e.g., CF10-322)

**When applying via E-mail or Surface Mail use the Specific
Announcement Number**

CERTIFICATION:



Your resume must include the following certification statement
or it will not be processed.

"I certify that, to the best of my knowledge and belief, all of the information on and attached to this resume is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this resume may be grounds for not hiring me or firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated."

CONTACT INFORMATION

To submit e-mails for specific vacancy announcements, for general comments/suggestions or inquiries, and for technical assistance: nafcrpjobs@conus.army.mil.

To mail resumes for specific vacancy announcements, college transcripts (if applicable) and other supporting documentation via surface mail:

US ARMY IMCOM
ATTN: FMWRC-HR-CRP
Announcement # CF____ - _____ (FILL IN, e.g., CF10-322)
11711 North Interstate Hwy 35 - Suite 110
San Antonio, Texas 78233

To Fax a legible copy of your transcript: 703-681-0838 or (DSN) 761-0838. Transcripts must be received in our office during the open window for each vacancy announcement. Although not required, it is highly recommended you include brief course descriptions to determine the major course of study. Original transcripts should be mailed as soon as possible.

NOTE: Your full name and the vacancy announcement number(s) for which you are applying must appear on the cover sheet of your fax.

For general comments/suggestions or inquiries (i.e., questions regarding the NAF Career Referral Program): nafcrpjobs@conus.army.mil.

For technical assistance: (i.e., problems accessing the NAF CRP website or experiencing technical difficulty using the online Resume Builder) send e-mail description of situation: nafcrpjobs@conus.army.mil.